

LAFAYETTE

COLLEGE

SMART and FAST Goal Setting Templates

Choose one of the templates below to clearly define, track, and communicate professional goals. These templates are designed to support performance planning, alignment with organizational priorities, and ongoing progress discussions.

SMART Goal Template

GOAL TITLE	
Specific What exactly will be accomplished?	
Measurable How will success be measured? Include metrics or numbers.	
Achievable Resources, skills, or support needed.	
Relevant How does this align with team or department/division/college priorities?	
Time-Bound Start Date / Target Completion Date / Milestones	

Final SMART Goal Statement:

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FAST Goal Template

GOAL TITLE	
Frequently Discussed Review frequency and method (e.g., monthly 1:1, dashboard).	
Ambitious What stretch, innovation, or new skill is required?	
Specific Metrics, deliverables, or quantifiable outcomes.	
Transparent Who will see this goal, and how does it align upward?	

Final FAST Goal Statement:

Progress Tracking Log:

<u>Check-In Date</u>	<u>Status</u> (On Track / At Risk / Complete)	<u>Notes / Adjustments</u>